

This Notice Expires 1 March 1956

25X1A

PERSONNEL
5 March 1955

FITNESS REPORT

1. On 15 June 1954, the CIA Career Service Board decided to implement use of the Fitness Report throughout the Agency as a means of evaluating employee performance and utilization. At the same time, it was agreed that the Fitness Report should be carefully studied during its initial use to determine whether changes in the form, method, or procedures were necessary or desirable. The necessary data for carrying on this study is being gathered by use of Form No. 45b, Fitness Report Questionnaire, completed by each supervisor, memorandums containing suggestions submitted by operating component officials, and material developed directly from research on the part of analysts connected with the program. As soon as a sufficient number of Questionnaires and Fitness Reports have been received and studied, all material will be collated and any necessary revisions made at one time. No revision will be made until these studies have been completed. The fact that the present format of the Fitness Report is under study does not detract from the importance of accurately reflecting individual performance.

2. Rating officers have asked a considerable number of questions concerning the columns headed "Not Observed" and "Does Not Apply" in Section IV of the Fitness Report form. The following supplemental instruction is now being distributed with the form to avoid misunderstandings on this point:

- a. Not Observed: If a rater has not had the opportunity to observe whether a descriptive statement listed under Section IV applies to an individual being rated, the "Not Observed" column should be checked opposite the statement being considered. As an example, the statement "Able to Influence Others" might be checked as "Not Observed" when no instance of this individual's ability to influence others has been observed, thus no opinion in this characteristic is possible.
- b. Does Not Apply: Checking the "Does Not Apply" column indicates the lowest rating reflected by the scale. The following examples may be used as an illustration:
 - (1) Checking the "Does Not Apply" column for the description "Practical" means this characteristic is present in the least possible degree, i.e., the rated employee is "Impractical".
 - (2) Checking the "Does Not Apply" column for the description "Works Well Under Pressure" means that the rated individual does NOT work well under pressure.

25X1A

~~CONFIDENTIAL~~

25X1A

PERSONNEL
5 March 1955

25X1A

3. Questions on this or other points relating to the Fitness Report may be referred by telephone or memorandum to the Office of Personnel (extension [redacted]). Every effort will be made to answer such questions promptly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 1 ✓ NO CHANGE
IN CLASS/ DECLASS/ X CLASS CHANGED TO: TS S C RET. JUST. _____
NEXT REV DATE _____ REV DATE 2/27/80 REVIEWER 0899 TYPE DOC. 11
NO. PGS 2 CREATION DATE _____ ORG COMP 20 OPI 3 ✓ ORG CLASS ✓
REV CLASS 1 REV COORD. _____ AUTH: HR 70-3

-2-

~~CONFIDENTIAL~~